



State of Utah

Department of
Human Services

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Director
Division of Juvenile Justice Services

To: All JJS Employees
From: Blake D. Chard
Date: December 2, 2004
Subject: Training

Effective immediately, the following policy will be enforced.

If you are registered to attend any training and are unable to attend, you must provide a minimum of 24-hour notification (excluding weekends) to the Training Unit. If you fail to provide notification, you will be required to reimburse the cost of registration and lodging paid by the Division. This also applies for rooms that are reserved for employees but are not used, even when the employee attends the training but makes other lodging arrangements. The Training Director may consider exceptions on a case-by-case basis that are beyond the employee's control. It is expected that the employee will reimburse the Division within 30 days of the conference/training. If reimbursement is not received after 30 days, the Division will have the full amount deducted from the employee's next paycheck.

It is the employee's responsibility to ensure all training hours are submitted to the Training Unit within one week after the training has been completed. When an employee fails to submit the required documentation verifying attendance to the Training Unit, the employee will be required to reimburse the Division for any cost incurred by the Division for the training.

I realize this may seem harsh, but with the limited resources available to us and the number of employees who wish to participate in training and conferences, I felt it was necessary to ensure the Division gets the most out of our training dollars.